



DEPARTMENT OF THE ARMY

UNIT HEADING

OFFICE SYMBOL

DATE

MEMORANDUM FOR Commander, U.S. Army Human Resources Command, (AHRC-OPD-A), 200 Stovall Street, Alexandria, VA 22331-0413

SUBJECT: Request for Voluntary Retirement

1. I recommend Approval/Disapproval of the request for voluntary retirement for **RANK LAST NAME, FIRST NAME, MIDDLE INITIAL, SSN** with a retirement date of **RETIREMENT DATE**.
2. My point of contact for this request is **WHOMEVER POC IS**.

BDE CDR'S SIGNATURE BLOCK